

BUILDING IN TIME

Knowing what to expect and planning are key elements of managing your caseload. There are multiple steps to "staying on top of it." These forms are designed to help keep track of the many on-going tasks necessary for each of your students.

Assessment/reassessment is but one responsibility. Below it has been broken down into its parts. You could do the same for the other parts of our job such as planning curriculum, parent contact, parent education, staff development, working with your aide, classroom control and, oh, teaching. Hopefully with time management awareness, the tasks will fall in place.

Assessment/reassessment includes:

- testing and scoring
- classroom observations
- report writing
- Consulting with staff
- cumulative record review
- gathering parent/teacher input

IEP meeting paperwork, pre and post
Drafting goals and objectives

50-day time lines - or how time flies?

Why do we have to count days we can not use? Begin by subtracting the weekends and any short holidays. Now maybe you really have about 40 days and just scheduling teaming time is not always as easy as it sounds.

Consider the following sample:

- Student is absent
- School assembly
- Fire/earthquake drill
- Class field trip
- Class special events

Realistically you need to set a testing schedule on Day 1. You need to test as early in the time line as possible due to the interruptions that may come your way. You need to have planned several testing blocks throughout your week. You need a confidential space for testing and preferably at a time when there are a minimum of other students present who can work under the supervision of your

instructional aide. Use your 50-day calendar.

By Day 35 arrange the IEP meeting date with parents and staff. Some schools have "standing" IEP times and can actually set the IEP meeting date once the consent for assessment has been received.

By Day 40 reports are drafted and shared with the school team and parents. Final reports sent to parents before the actual meeting date gives the parents time to read over everything ahead of time.

By Day 50 the IEP meeting has been held and the follow-up paperwork is completed.

Sounds simple enough, but what to do when you have 4 or 5 of these timelines running at once? If you haven't built time into your daily/weekly schedule, you'll know why your evenings and weekends are short - SCHEDULE TIME.